

**FOR SPECIAL USES/EVENTS IN CINCINNATI PARKS**

Please fill out completely, providing appropriate information. Must be received by the Park Board at least 60 days prior to the event.

Park(s)/Location(s) of Event:		
Name of Event:		
Purpose of Event:		
Date of Event:	Event Start/End Times:	
Setup Time:	Takedown Time:	
This year's estimated attendance:		Previous years attendance:
A City Special Event Permit is required if attendance will be more than 3,000. This permit application may be obtained by contacting the Police Department's Event Planning Unit: Phone (513) 352-4569, Email: mark.vennemeier@cincinnati-oh.gov or going to http://www.cincinnati-oh.gov/pages/-365-/ . EMS service might also be required.		
Applicant (Person/Organization):		
Event Coordinator (must be on site during event):		
Address:		
Daytime Phone No.:	Evening No.:	Cell No.:
Fax No.:	E-mail address:	
Please provide a detailed description of your event: (Attach additional sheets if necessary)		
Attach event site map/layout plan identifying (as may be appropriate): Entertainment or stage areas; alcoholic beverage concession areas, food concession areas, general merchandise concession areas, portable toilet locations (indicate number)		
Will electricity be needed? (ground fault protection required)	If yes, for what purpose? Amp requirements:	
Will a generator be used?	Electrical Contractor for the event: Name: Phone No.:	
Note: Temporary electrical wiring may need to be inspected by the Building Inspections Department (513) 352-6216.		
Will tenting/booths be used?	If yes, how many?	What company will provide the tenting/booths?
For tents/booths larger than 10 x 10, a permit will need to be obtained from the Building Department (513) 352-3271. The Park Board must review the location of all tents and booths in advance.		
Does the event involve the serving/sale of alcoholic beverages?	If yes, please list items being served:	

A City Special Event Permit is required if there will be alcohol sales. A temporary liquor permit must be obtained from the State Liquor Department (614) 644-2431. Additionally, you will be required to obtain liquor liability insurance naming the City of Cincinnati/Cincinnati Park Board as additional insured.		
Will merchandise be sold? A Transient Vendor's License may be required. Contact the Ohio Dept. of Taxation toll-free at 1-888 405-4089		If yes, number of vendors:
Does the event involve the serving/sale of food to the general public? A permit may be necessary for the serving /sale of food to the general public. The permit can be obtained from the Cincinnati Health Department (513) 352-2908. Also arrangements made to review food-vending plans and for the inspection of food booths. Interior lighting required in booths/tents for evening sales.		
Does the event involve the cooking of food? If food is cooked in the event area, it will be necessary to have the layout of the event reviewed by the Cincinnati Fire Dept. It may also be necessary for the Fire Dept. to inspect cooking booths the day of the event. Call (513) 357-7531		
What method of cooking will be used?		
Portable Toilets: Will there be portable toilets?		
Company supplying portable toilets:		
Phone No.:		
Number of portable toilets:	Number of ADA portable toilets:	Delivery date/time:
A minimum of 2 portable toilets per each 500 people estimate to attend may be required. With alcohol sales, 3 per 500 people may be required. Placement shall be coordinated with the Park Board.		
Will there be fireworks? If yes, a pyrotechnic device permit must be obtained from the Cincinnati Fire Dept. (352-3970)		
Company providing this service:		

The Cincinnati Park Board reserves the privilege of recommending other requirements and procedures that may be deemed necessary for the best interest of the Park Board and the City. The services of a police detail may be required (at the expense of the applicant) to provide security for the event.

The Cincinnati Park Board may require a comprehensive general liability insurance policy with a combined single limit for bodily injury and property damage of \$1,000,000 per occurrence. Endorsements to cover special liability risk may be required depending on the event. Those events including the servicing of alcoholic beverages will need to add Liquor Liability to their policy. The policy shall name the Board of Park Commissioners and the City of Cincinnati as additional insured and a certificate of insurance must be on file prior to the event. The permittee shall be responsible for all property damage that is determined to be the direct result of the sponsored event.

An estimate of Park Board service costs will be provided prior to the event and issuance of an event Park Board permit. **Payment of all fees is required by the Park Board** prior to the event. Contact the Event Planning Division of the Police Department (513) 352-4569 if the event entails the following: 1) Blocked streets or 2) Parade

My signature below indicates that I am 18 years of age or older and have read the above information concerning this rental of the identified park area and agree to the conditions stated and attested to the accuracy of the details of my rental usage.

....., Applicant (**please print**)

....., Signature of Applicant

.....
Date

RETURN COMPLETED FORM WITHIN 10 DAYS OF RECEIPT TO:
Angela Parker or Larry Annett • Cincinnati Park Board • Special Events Section • 950 Eden Park Drive •
Cincinnati, OH 45202
Questions: Call (513) 357-2605 • Fax No. (513) 352-4096 • www.cincinnati-oh.gov